

# **Whitecastle Community Council**

## **Risk Management**

### **Key Objectives**

- 1) To undertake a representative role to promote the wellbeing of the community
- 2) To provide focus and leadership by engaging the community through clear channels of communication
- 3) To directly and / or in partnership with other authorities deliver services and provide amenities economically and effectively.
- 4) To assist other organisations to provide beneficial services to the community

### **Policy Statement**

The community Council is fully committed to representing the interests of the community and to provide or assist others to provide services to the benefit of the community it serves.

In order to ensure that the Community Council sustains its ability to fulfil its objectives a strategy for the effective management of risk has been put in place which:

- 1) Develops and maintains procedures for identifying and evaluating risks.
- 2) Ensures an appropriate response to risks.
- 3) Provides sound and adequate systems of internal control.
- 4) Ensures a regular review of risks.
- 5) Provides ownership and awareness to Members and staff.

It is the responsibility of members and staff to have regard to risk when undertaking their duties in order to minimise risk and to ensure that the Council meets its objectives.

## Whitecastle Community Council – Risk Register

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Action
Precept	Not submitted	L	Perpetual calendar and minutes	Responsible Financial Officer (RFO)
	Not paid by MCC	L	Confirm receipt	RFO
	Adequacy of precept	H	Regular budget review and annual precept review	RFO
Other income	Cash handling	L	Cash handling is avoided. If unavoidable then bank statements will be reconciled against countersigned receipt	RFO
	Banking	L	Regular bi-monthly bank reconciliations approved by full council and signed by Chair	RFO
Savings account interest	Loss of earnings	M	Review available rates	RFO/Members
Clerk fees	Wrong salary	L	Pay reviewed regularly and budget v actual provided to each meeting	Members review
	Wrong expenses	L	All expenses itemised and payment approval made at meetings	Members review
Invoices received	Incorrect payment	L	Members to verify invoices against cheque issued and bank reconciliation	Members and RFO
Grants payable	Failure to advertise	L	Perpetual calendar	Clerk
	Prejudicial decision	L	Members to declare any personal and prejudicial interests	Members
	Payments over/under budget	M	Awards to be monitored against allocation	Clerk and Members
Election costs	Invoice at agreed rate	L	RFO to check against budget	RFO
	Theft or damage of lap-top and peripherals	L	Review lap-top security	Clerk
	Loss of lap-top data	M	Regular back ups	Clerk

<b>Topic</b>	<b>Risk Identified</b>	<b>Risk Level H/M/L</b>	<b>Management of Risk</b>	<b>Action</b>
	Notice boards	L	Regularly inspect for signs of damage or wear and tear and document in minutes	Members
Staff	Loss of key personnel (Clerk/RFO)	L	Hours, health, stress, training, long-term sick, early departure. Risk monitored and managed as appropriate	Clerk/Members
Loss	Consequential loss due to critical damage or third-party performance	L	Annual review of insurance at renewal	Members
Legal powers	Illegal activity or payment	L	Instruct council on legal powers when necessary	Clerk
Financial records	Inadequate records	M	RFO to check regularly and internal audit review	RFO
Minutes	Accurate and legal	L	Review at following meeting	Members
Members interest	Conflict of interest	M	Dis-closable interests to be added to Register within 28 days. Declarations of interest to be minuted. Dispensations to be requested by form available prior to meetings. Council to make decision.	Members/Clerk

Reviewed and adopted at the Whitecastle Community Council meeting \_\_\_\_\_